

Revision History

This section will contain details of changes to the document.

Date	Version	Description of Updates	Author
10/18/2013	1.1	Original Document.	DDS

New UFS Program, Reset Invoice Prep for Reversed Invoice Lines

The program, *Reset Invoice Prep for Reversed Invoice Lines* is available as Option 16 on PSME23. This program will allow the user to reset the invoice prep flags for selected Purchase of Service (POS) invoice lines for paid invoices reversed using the program, *Reverse POS Invoices Lines* (PSME23 Option 15). Once the invoice prep flags have been reset, a new turnaround invoice (TAI) can be generated and processed either on the eBilling website or using eAttendance.

The timing of regenerating invoices for reversed invoices is very important. The “payment” of the credit invoice is necessary for the funds to be made available for the reissued invoice. Processing using the eBilling website requires that sufficient authorized funds be available at the time the invoice is generated. The process to reset invoice prep fields for reversed invoice lines can only be used when the reversal invoice has been paid.

To use the program, navigate to UFS menu PSME23. Select Option 16. *Reset Inv Prep for Reversed Inv Ln*. Press ENTER.

Enter the Vendor number, Invoice number, On Demand Code, if applicable, and a selection of which invoice lines to display. Press ENTER.

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9/04/13  9:09:10      Reset Inv Prep for Reversed Inv Ln      BGOLTERM
PS531                                           HQR400

Press ENTER to continue.

POS Vendor# . . . : _____
POS Invoice# . . . : _____
On Demand Code . . : _
Invoice lines to include: 1  (1 = Lines not previously reset only)
                             (2 = Lines previously reset only)
                             (3 = ALL Lines)

F3=Exit  F12=Cancel
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- The vendor number and invoice number entered will be used to select the invoice to display. The invoice number to be entered here is **not** the original invoice number; it is the invoice number of the reissued invoice. If the original invoice number is entered, the user will get the message, “This is not a Reversal Invoice; Resubmission is not allowed”.
- Entry of an on demand code is optional. If an on demand code is entered, it must be entered when generating the invoice. Valid values for this field are letters A through Z, with the exception of N and P, or a blank field to set the invoice prep field to blank.
- You may reissue an invoice line multiple times. You may choose to view only invoice lines not already reissued, only those lines that have been reissued, or all invoice lines.

Pressing enter will take the user to the next screen or a message will be displayed. Possible messages include:

- This is not a Reversal Invoice; Resubmission is not allowed.
- Reversal Invoice is not Paid; Resubmission is not allowed.
- Resubmission is not allowed for invoice older than fiscal year CCYY (where CCYY equals the current 2nd prior year).

The next screen allows the user to select POS invoice detail lines to reset the invoice prep flags. Invoice detail lines will be displayed according to the selection made. To change the lines displayed, press F-12, change the selection and press ENTER. To select a line, enter a 1 on the option line preceding the line number and press ENTER. To select all invoice lines, press F-10. To deselect a line, enter a 1 on the option line preceding the line number and press ENTER. To process the selected lines, press F-6. The user will be taken to the next screen where only the selected invoice lines are displayed. Press F-6 again to complete the process.

A report, PS535R1 “Reset Invoice Prep Flags for Reversed POS Invoice Lines”, will be generated and the POS Authorization invoice prep flags will be updated. The report will include the vendor number, the reversal invoice number, the invoice lines processed, and the on demand code used when updating the authorization. Printer control is available for this report. Keep track of this report, as it will be used to generate the new invoice. When generating the invoice using PSME23 Option 1. *Generate Turnaround Invoices*, enter the on demand code. If the regional center creates authorizations with multiple service headers, it may be necessary to also enter a selection on vendor number, service code, and sub-code to narrow the results.

The steps to complete processing of resubmitting an invoice are as follows:

1. Follow the instructions for reversing invoice lines through payment in Attachment A of this Technical Bulletin.
2. Using PSME23 Option 16. *Reset Invoice Prep for Reversed Invoice Lines*.
3. Generate a new invoice using PSME23 Option 1. *Generate Turnaround Invoices*.

4. Send the new TAI to the eBilling website or create an eAttendance invoice file.
5. Once the new invoice has been billed and submitted, process using PSEB01 Option 1. *Select EB Invoices for Batch.*
6. Edit the invoice using PSME23 Option 4. *Edit Invoices.*
7. Accrue the invoice using PSME23 Option 5. *Accrue Invoices.*
8. If you wish to generate a payment, complete processing by issuing a check or an electronic funds transfer using UFS menu PSME24 Options 1 through 3. Or if you wish to complete the payment without issuing a payment, use PSME25 Option 10. *Post Accrual Manual Check Processing.*